

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a highly responsible staff and clerical work in serving as Administrative Assistant to the Fire Chief. Work involves the responsibility for organizing the office, maintaining office and department records. Comparing correspondence and preparing departmental reports of all kinds. Preparing and recommending budget estimates for the department and serve as department purchasing officer. Prepare payroll data and serve as Personnel Officer for the department. Essentially relieves Fire Chief of various administrative details. Requires exercise of considerable independent judgement and initiative. Incumbent is responsible directly to the Fire Chief. Incumbent to consult with and assist all officers and personnel in the performance of their duties. Incumbent ranks with a Assistant Chief for pay purposes only. No fire fighting duties are required. Supervision duties shall be confined to employees in office of the Fire Chief.

EXAMPLES OF WORK

Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duty to those listed.

Relieves the Fire Chief of a wide variety of administrative and clerical details through performing specialized tasks in personnel administration, budget preparation and record maintenance.

Composes and types correspondence, memos and department announcements.

Performs technical clerical work involving the exercise of judgment in making decisions.

Assign and supervise work to personnel assigned to Fire Chief's office.

Reviews purchase requests against department operating budget and make purchases by prior coordination with the City Finance Department.

May maintain a general ledger account relating to budgetary control of station and equipment expenses.

Reads and summarizes reports for the Fire Chief, prepares reports and other related tasks.

Maintains all official records of the Department in a filing system based upon sound management practices.

Coordinates for the Fire Chief with other agencies in the City Government on department matters and requirements.

Attend official meetings when requested by the Fire Chief and serves on the Fire Chief's staff.

Performs related work as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must be not less than 18 years of age.

After offer of appointment, but before beginning work in this class, must pass a medical examination and/or a physical agility test prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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Rev	02-23-70
	04-19-91
	04-30-93
	05-05-95
	07-21-95
	01-28-00
	09-24-08